

**FREDERICKSBURG SEWER & WATER AUTHORITY
MEETING MINUTES
October 17, 2016**

Chairman Jim Heisey called the meeting to order at 6:30 PM.

ROLL CALL Roll call was taken by Secretary Jon Kees. Jim Heisey, Dale Bevans, Tom Demler, Bev Martel, Kevin Helms and Rick Rudy of the Board were present. Jeff Steckbeck, Kevin Snader, Tony Fitzgibbons and Jon Kees were also present.

COMMENTS/COMPLAINTS - None

MEETING MINUTES The meeting minutes from October 3rd, 2016 were presented. With no corrections or additions, the minutes were adopted by the Board.

TREASURER'S REPORT

Bills Payables - The payables were presented to the Board for approval to be paid in the amounts of \$23,403.45 from the Sewer Fund and \$69,803.46 from the Water Fund. Mr. Demler questioned as to why the bill for the City of Lebanon was so high. Mr. Snader explained that the aquifer system has been dry, thus causing more pull from the city of Lebanon. Mr. Bevans made a motion to pay the bills as presented. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Financial Statement – The financial statement was presented to the Board for approval. Mrs. Martel made a motion to accept the financial statement, pending audit. Mr. Bevans seconded the motion and the Board voted for the acceptance of the financial statement as presented.

OFFICE MANAGER'S REPORT – Mr. Kees informed the Board that the Pennington's contacted the office. Based on the telephone conversation they had with Ms. Gamble, it appears they may fall behind on their quarterly billing. Their next quarterly bill will be sent out in December and due in January. Mr. Kees has yet to receive payment from full Circle Mountain for their 3rd quarter debt service charge. The due date was for October 17th, and on October 19th a late charge will be added to the account. At this time, Mr. Kees presented for Board approval quotes from Pointsolve Technology. The quotes are for the following:

- Three (3) new desktop computers and one (1) laptop with installation services and Microsoft Office for all four machines = \$4,501.48
- Four (4) hours of on-site work to reconfigure and clean up current network issues = \$260
- One-time set up for back up servicing offsite with 100 GB storage and onsite with 1 TB Hard drive = \$147.70. Monthly charge for back up fee for 100 GB = \$50.
- Monthly service contract start up fee = \$150
- Monthly service contract fee = \$220
- Total 2016 spending = \$5,869.18, or \$2,934.59 from sewer and water funds each.

Mr. Kees informed the Board that as of 10/17/16, the Office Supplies budget for sewer is at \$5,063.53, \$5,064.94 for water, and a total of \$10,128.47. The budgeted amount for 2016 is \$21,000 for Office Supplies. Mr. Kees is looking for approval to sign off on the

quotes from Pointsolve Technology to upgrade the office equipment. Mrs. Martel made a motion to sign off on the quotes provided by Pointsolve Technology, not to exceed \$6,000. Mr. Bevans seconded the motion and the Board voted in favor for the motion to be carried.

OPERATION MANAGER'S REPORT - Hoffer Paving has completed the work along Greble Road, and repaired some areas around manholes in Fredericksburg. PW Tech will arrive next week for the volute press testing at the Little Swatara Creek Treatment Plant. Mr. Snader contacted Mr. Martin and asked when he would be removing the beans located on the land that would be used for a driveway leading to the test wells. Mr. Martin stated that within the next couple of weeks the beans would be removed, which would allow Mr. Steiner to put the driveway in leading toward the well sites.

ENGINEER'S REPORT – There has been no update since the last meeting regarding the insulation defect at the Little Swatara Creek Treatment Plant. SESI will participate with the volute press pilot testing when it takes place next week. The eight hour step test of the second test well was conducted on October 6th. Geologist Conapitski reported optimistically that the well should be able to be permitted for 100 gallons per minute. This is in addition to his report of the expected yield of 150 gallons per minute for the first test well. Samples were collected and sent to the laboratory for analysis.

Mr. Steckbeck informed the Board that he participated in a conference call with Mr. Peck and Mr. Fitzgibbons regarding financing the water system improvements project. At this time, Mr. Steckbeck handed out a memo, and an email response, concerning project costs and pending debt. Mr. Steckbeck presented preliminary drawings for the new water treatment facility, which will be provided to the Operations Committee for comment at a later date.

SOLICITOR'S REPORT – Mr. Fitzgibbons suggests a closing date of December 14th, 2016 for the Martin Farm. In paying for the land, a possibility would be to use the sewer tapping fee permit payment from Hain as a loan to the water fund to pay for the property with cash on hand. Mr. Fitzgibbons did state that Mr. Peck would be able to get a loan relatively quickly for the property if it was deemed necessary. Mr. Fitzgibbons provided a public water right of way agreement for the Authority and Mr. and Mrs. Hitz from the last meeting. The language is relatively the same to most that had been provided to others in the past, with some minor changes. Mr. Demler made a motion to approve the Public Water Right-of-Way Agreement, as well as offering a \$250 sewer and water credit to their quarterly billing for one quarter. Mr. Rudy seconded the motion, and the Board voted in favor of the motion to be carried. Mr. Fitzgibbons will be working with US Real Estate about dedicating the water lines on Mill Road to the Authority, which would give the Authority several more fire hydrants. Having yet to hear from Mr. Schell regarding his connection to the water system, Mr. Fitzgibbons recommends the Administrative Staff bill Mr. Schell for a minimum water usage. The Board agrees with the recommendation, and Mr. Kees will make sure a bill is generated.

OLD BUSINESS – Mr. Rudy informed the Board that the Township Supervisors believe the best solution for addressing the mandatory connection ordinance would be to hold a workshop involving the Board and Supervisors to talk through those matters. Also, the Supervisors would request to know how many new customers the Authority would pick up with the distance changes. Mr. Heisey agrees a meeting would be beneficial, and requests a date and time be set around the first of the year in 2017.

NEW BUSINESS – None

COMMITTEE REPORTS

Budget Committee – The Budget Committee met and listened to different requests, and the Committee believes they have a good idea of the financial future for the Authority. Mrs. Martel requested that Mr. Steckbeck and Mr. Fitzgibbons provide detailed information as to what is billed in the retainer fees. Mr. Steckbeck recommended discontinuing the retainer fee and charging hourly instead. With the Board approving, Mr. Steckbeck will inform his Administrative Staff to discontinue the retainer fee at the beginning of 2017.

Building Committee – Len's Concrete will be at the Authority Office building to give an estimate on the sidewalk repairs.

Operations Committee – With respect to the preliminary design work for the water treatment improvement projects, Mr. Demler requested the full Board be available for comment, as well as information gathering. Mr. Snader informed the Board that a letter from Bell & Evans was received requesting the weekly sampling at their plant be reduced to once a month. Mr. Fitzgibbons recommends allowing the Engineers to look over the agreement and make recommendations for the Board. Mr. Steckbeck will be in meeting with Mr. Chirico later in the week and he will discuss the request with him. Mr. Steckbeck's opinion is to not change the agreement as weekly testing keeps the Authority safeguarded.

ADJOURNMENT

Mr. Rudy made a motion to adjourn the meeting. Mr. Bevans seconded the motion, and the Board voted in favor for the motion to be carried. The meeting was adjourned at 7:48 PM.

**Respectfully submitted,
Jonathon Kees
Secretary/Treasurer**